

To Request CARBON Access and logins

New and current contractors and grantees are required to use our web-based Contracts Administration, Reporting, and Billing Online (CARBON) system to administer their contract. Per City requirements, we will need a letter of authorization designating users who should have access to CARBON to electronically submit invoices, budget revisions, program reports, and view other information that is in the system.

The letter must be on company letterhead and signed by the Executive Director or Financial Officer. In addition, it shall list the person's name, title, email address, phone number, and their authorization level (either: signatory, both fiscal and program, fiscal only, program only, or view only).

Please email your request to carbonauthorizationletter@sfgov.org and mail the original authorization letter to:

Office of Contracts Management
Attn: GB12
Human Services Agency
P.O. Box 7988
San Francisco, CA 94120-7988

Please view the types of vendor access below and use the sample authorization letter on the next page as a guide to request access.

Types of Vendor Access

Signatory

The user has full access to the system. They can edit and submit most forms the system. This includes the Budget, all invoices, all program reports. They have read-only access to the Scope of Services form.

Fiscal/Program

Under Contract Documents, this user has read-only access Scope of Services and can edit and submit the Budget form. They cannot update Contract Information form.

The user can edit but not submit invoices. They can also edit and submit program reports.

Fiscal

Under Contract Documents, the user can edit and submit the Budget form. They have read-only access to Contract Information and Scope of Services forms.

The user can edit but not submit invoices.

Program

Under Contract Documents, the user has read-only access to the Scope of Services page. They cannot edit the Contract Information or Budget forms.

The user can edit and submit program reports. The user is unable to view any invoices.

Vendor Viewer

The user has read-only access to all parts of CARBON

Sample Authorization Letter

ON EMPLOYER LETTERHEAD

DATE

This letter serves as evidence of the signature of *NAME*, *TITLE*, of *EMPLOYER* to request access to HSA's Contracts Administration, Reporting, and Billing Online (CARBON) system to view and submit information regarding our contracts.

The following people should have the following access levels:

Name	Title	Email	Phone	Access Level				
				Signer	Fiscal & Program	Fiscal	Program	View Only

Full justification and backup records for any information submitted electronically, including supporting documentation for invoices and program reports, are maintained in our office.

Sincerely,

NAME

TITLE